



CITY OF WAUWATOSA
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BUDGET & FINANCE COMMITTEE MEETING

Tuesday, September 4, 2012

Committee Room #2

PRESENT: Alds. Wilson, Hanson, Dubinski, Causier, Donegan, Tilleson, Organ,
Ewerdt (7:17) - 8

ALSO PRESENT: J. Archambo, City Administrator; A. Kesner, City Attorney;
J. Ruggini, Finance Dir.; R. Ugaste, Fire Chief; S. Erke, Assistant Fire Chief

Ald. Wilson as Chair called the meeting to order at 7:03 p.m.

Implementation of Procurement Card Program

The committee reviewed a memo from the Purchasing Coordinator regarding the implementation of Procurement Card Program. Mr. Ruggini explained how the program would be initiated entering into a five-year program with J P Morgan Chase, through the V.A.L.U.E. Cooperative Consortium Group. The group consists of 73 local government agencies. Mr. Ruggini said it is a three-year program with 2 one-year extensions.

The procurement card is a form of company charge card that allow goods to be purchased without utilizing a traditional purchasing process, and a vehicle to process these transactions at a significantly lower cost.

Presently the City of Wauwatosa makes small, low dollar transactions under \$1,000 either with the current credit card program or a verbal purchase program.

The current credit card program has credit cards made out to the City of Wauwatosa and department specific. When utilizing this, the department must pick up the card from Comptroller's and then make their purchase.

The Procurement Card Program would have individual Pcards issued to individual key employees to make purchases under a variety of controls. Receipts will be submitted with a report at month's end, reviewed by the department head. In addition a monthly random audit will be done by the program administrator.

The program will also save in the amount of sales tax the City pays out. Under the current program if someone using the credit card doesn't have the tax resale number the vendor charges the city sales tax they should not be paying. The Pcard will take care of that situation.

Moved by Ald. Hanson, seconded by Ald. Tilleson
to recommend approval to enter into a new five-year contract
with JP Morgan Chase for a pilot program – Ayes: 7

Cooperative Intergovernmental Agreement for Fleet Maintenance Services

The committee reviewed a memo from the Fire Chief and the Human Resources Director regarding a request to enter into a Cooperative Intergovernmental Agreement for Fleet Management services relating to fire/rescue and emergency medical services with North Shore Fire Department.

(Ald. Ewerdt present at 7:17 p.m.) - 8

Chief Ugaste explained that The Wauwatosa Fire Department and North Shore Department have been exploring opportunities for the two departments to support one another in their mutual goal to reduce costs while maintaining current levels of service.

The agreement recognizes that sharing resources, including equipment and services, promotes cost effective and efficient use of public resources. The sharing of fleet equipment and personnel will mutually benefit both municipalities by reducing the amount of back-up equipment that would be required by both departments.

Ms. Aldana said she worked on drafting the agreement and there will be shared liability between both agencies. Any charges for services or time worked would be on an off-setting purpose by accounting methods which would be settled on a periodic basis.

The committee appreciated the work put into these types of endeavors and to keep looking for others.

Moved by Ald. Donegan, seconded by Ald. Hanson to recommend approval to enter into an agreement with the North Shore Fire Department for fleet maintenance services - Ayes: 8

Vouchers

Name	Dept.	Reason and location	Date	Amount
Cory Wex	Police	Instructor Development course - Madison	08/19-08/23/12	77.10
Sandra Deisinger	Police	Summary Based Reporting - UCR training-West Allis	8/23/2012	7.72
Jeff Newman	Police	Tactical Field interviewing - Franklin	8/8/12-8/9/12	18.00
Jayne Elmer	Police	Summary Based Reporting - UCR training-West Allis	8/23/2012	6.03
Sue Selner	Police	Summary Based Reporting - UCR training-West Allis	8/23/2012	6.34
Maija Ptaszek	Police	Summary Based Reporting - UCR training-West Allis	8/23/2012	7.72
Ryan Cepican	Police	Armorer-Colt AR 15/M16 - 3 year certification	08/14-08/16/12	56.34
Laurie Schleimer	Purchasing	NIGP 2012 Forum - Seattle, WA	08/18-08/22/12	103.21
Tracy Burbach	Police	FBO Hostage Negotiations - basic	07/15-07/20/12	121.39
Paulette Enders	Development	Governing Summit on Sustainability - Santa Monica, CA	06/19-06/21/12	107.00

Paulette Enders	Development	EIDC Economic Development Strategic Planning - Chicago	07/25-07/27/12	138.35
Lisa Hudson	Police	International Association Identification Education Conference - Phoenix, AZ	07/19-07/28/12	204.43
James Archambo	Administration	Professional Development	06/14-06/15/12	78.81
Joseph Lewandowski	Police	FBI Hostage Negotiations- Basic	07/15-07/20/12	105.49

Moved by Ald. Hanson, seconded by Ald. Wilson
that the vouchers be allowed and paid - Ayes: 7 Present: 1 (Donegan)

The meeting adjourned at 7:25 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

mks